

ECF DOCUMENTS

PDFcamp Printer document (this option is used for documents you create in Word)

1. Open your document
 - a. Choose "File"
 - b. Choose "Print"
 - c. Choose "PDFcamp Printer" under "Name"
 - d. Choose "Ok"
 - e. Choose "File"
 - f. Choose "Save a Copy"
 - g. Click on "Desktop"
 - h. Click on "Xerox Scanner"
 - i. Name your document
 - j. Click "Ok"

NOTE: Your printer choice will remain "PDFcamp Printer" until you change it back to your designated printer choice.

Scanning a document at the Xerox Scanner (this option is used for documents that are not created on our system)

2. Prepare to Scan
 - a. Load originals face up in copier feeder
 - b. Select "Network Scanning" on touch screen
 - c. Use up and down arrows (on touch screen) to find your name
 - d. Highlight the name by selecting it on touch screen

3. Change the Output Format to PDF

NOTE: ALL documents must be scanned as a PDF document

- a. Select "Output Format" tab
- b. Select "Document Format"
- c. Select "PDF"
- d. Select "Save" (in the upper right corner of touch screen)

4. Rename your Document

- a. Select "Document Name"
- b. Use the backspace (←) key on the touch screen to delete out "DOC", then use the touch screen to type in your own document name

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NOTE: It is much easier to find your documents if you name them, for example: Exhibit A could be named "Exh A", etc.

- c. Select "Save"

5. Complete your Scan

- a. Hit the green "Start" button on copier
- b. When job is completed, hit "Clear All" (yellow button) on copier

NOTE: If you have another document to scan, repeat Steps 3.a. – 4.a.

- c. Then select "Copy" on the touch screen so the copy machine is ready for the next person

NOTE: Within 1 minute, a message will pop up on your screen, confirming completion of your scan. You can open, or not open, your document at this time. A scanned document is always saved to: Desktop, Xerox Scanners.